

New Horizons Charter Academy

Board Meeting

April 19, 2023

Board Present – David Sams (Chairman), Richard Thomas (ED). Mary Minassian, Sharon Hansel-Cohen, Gilbert Najm, Ilana Youngheim

Not Present – Dr. Castaneda, Arsen Alekyan

Public - Guillermo Gomez, Xiomara Medrano, Bea Italia, Melina Minassian, Nicole Kraake, Yvette Steinorth, Cindy Tanaka, Frank Gonzalez, Kathy Dominguez (EFG Group)

CLOSED Session:

- I. Contract Negotiates Certificated Salaries discussion.
- II. New Board Members Questionnaire
- III. Facilities

Meeting Commenced at: 5:45 PM

Public Comments: Yvette Steinorth and Cindy Tanaka, New Horizons Teachers speaking on behalf of.

Ms. Tanaka - I would like to share that our staff is continuously working on professional development to refine our skills and maintain our teaching practices at the highest levels. We work as a team and try to do the best by our students on a daily basis and this is what we would like you to know as you contemplate an enhancement to our salaries.

Yvette Steinorth – I love my job; I love my students and our team. We are all working extra hard to support each individual child. A happy teacher is an excellent teacher.

Items for Action

Approval of Board Minutes, February 24, 2023, Mr. Sams, After review, do we have a motion to approve.

- Motion made to approve – Mrs. Minassian
- Second – Mr. Najm
- Motion Carries (3-0 Yes votes)

Approval of Board Minutes, June 28, 2022 Mr. Sams, After review, I see the correction was made to the minutes to accurately reflect the LAUSD Oversight Visit Report of 21/22. Do we have a motion to approve, with revisions?

- Motion made to approve – Mrs. Minassian
- Second – Mr. Najm
- Motion Carries (3-0 Yes votes)

Introduction of New Board Members (Mr. Sams) – We would like to introduce the addition of two new Board Members, Mrs. Sharon Hansel-Cohen, and Mr. Gilbert Najm. The Board Members voted to approve our new Board Members,

- Motion made to approve – Mr. Sams
- Second – Ms. Minassian
- Motion Carries (3-0 Yes votes)

Motion Carried with vote of 3-0 to approve Mr. Najm and Ms. Hansel-Cohen as new Board Members

Certificated Salary Schedule and classified 2023/2024 – Board of Directors discussed the certificated salary schedule for 23/24 school year during contract negotiations in Closed Sessions. The Board of Directors reviewed and discussed an increase of 5% to the 22/23 current certificated salary schedule.

Assistant Principal – Nicole Kraake, salary increase of 11% to \$104,160

Operations Coordinator – Naeem Rashid, change from hourly to salary with new salary of \$64,000

Office Manager – Melina Minassian – change from hourly to salary with new salary of \$60,000

Senior Pupil Services clerk \$1.50 raise

All TAs will have an increase of \$1.00 per hour

Mr. Sams – We appreciate our faculty, and all staff that are committed to supporting the students of New Horizons, we hope that this is seen, as a positive. The Board of Directors is in support of all the amazing effort provided by NHCA teaching staff.

- Motion made to approve – Mrs. Minassian
- Second – Mr. Najm
- Motion Carries (4-0 Yes votes)

Lease Agreement 10941 Friar Street, Van Nuys– This is an agreement for a property located at 10941 Friar Street, Van Nuys, which is 26,000 feet and exterior space of 49,000 square feet. NHCA would move from Prop39 location to Friar Street Property for 24/25 school year. Based on discussion in closed session, the Board will take vote on Lease.

Mr. Sams – The Board of Directors have reviewed the lease agreement, NHCA has had our facility attorneys from YMC review the lease and has made the necessary revisions with Project Management team EFG, and realtors, and owners. If there are no further questions, do we have a motion:

- Motion made to approve – Mr. Sams
- Second – Mr. Najm
- Motion Carries (4-0 Yes, votes)

Property Management Agreement EFG Group to manage this Property Agreement (Mr. Thomas) – NHCA has engaged with EFG Group Project Management Team, to manage the entire project. The Project Management Fee to manage this project from beginning to end is \$550,000. The first payment of \$41,250 upon execution of contract and lease. The EFG will set milestone markers as NHCA moves

through the process of Los Angeles City planning department to beginning of construction phase and completion of project.

- Motion made to approve – Mr. Sams
- Second – Ms. Hansel-Cohen
- Motion Carries (4-0 Yes, votes)

2nd Interim Report – LAUSD requires us to review our financials with where our original budget and our actual budget in relation to our current attendance. As of the time of this report, we have 258 students in ADA currently. This was prepared by Charter School Impact.

- Motion made to approve – Mrs. Minassian
- Second Motion – Mr. Najm
- Motion Carries (4-0 Yes, votes)

Prop 39 -Update – NHCA had received the preliminary offer March 1st based on our intended enrollment of 255 students. NHCA received the final offer of 14 classroom to serve our transition of moving our TK-4th grade students to Fair Ave for the 23/24 school year. NHCA is provided the Board of Directors the final offer from LAUSD Facilities office. NHCA is engaged in discussion with LAUSD Prop39 office regarding entering into an Alternative agreement to obtain one additional classroom to help support NHCA intervention, special needs and computer lab needs.

Sams – How many students are on the other campus?

Thomas – They have 600 students. I have done the numbers, we will combine the 2 STEM labs into one, and combine a couple of other grades into one class. We will be tight, but we will make it fit.

Minasian – Can I ask a question, have parents been informed?

Thomas – Yes, we have had (2) parent zoom meetings to inform parents. NHCA has shared with parents dates to take a tour of the Fair Ave campus, and question and answer sessions with Mr. Thomas. We have a good relationship with the staff there, so this should be a smooth transition.

- Motion made to approve – Mrs. Minassian
- Second – Mrs. Cohen
- Motion Carries (4-0 Yes, votes)

Feb – March Financials

1. Average Daily Attendance at 258, with average ADA 231.9, average attendance rate 91%
2. Revenue forecasted at \$5.7MM; up \$109K, \$80k increase in prior year state aid (Hold harmless)
3. Total Expenses forecasted at \$5.47MM; up \$220k, driven by total salaries, benefits and (new office space)
4. Surplus forecasted at \$218K, Surplus forecasted at \$218K for FY22-23
5. Ending Funding Balance \$2.0MM (36% of total expenses above recommended minimum of 15%)
 - a. Cash Balance \$2.5 MM, projected at \$2.3MM by fiscal year end, including repayment of Prop 39 facilities installment payments.

- Motion made to approve – Mrs. Minassian

- Second – Mr. Najm
- Motion Carries (4-0 Yes, votes)

Review and Discuss Independent Auditor Engagement Contract 22/23

Mr. Thomas shares his screen containing independent Audit engagement letter from EideBailly

Mr. Thomas explains this letter explains what they will do in the audit in accordance with government audit standards. The board can review and ask any questions.

Mr. Thomas: Each year we have an engagement letter each year as required along with this audit. We need to select an independent auditor every year, and that’s what this engagement letter is, and then they do the audit.

Mr. Sams: Does the board need any more time to review?

Mr. Sams: Do we have a motion to approve?

- Motion made to approve – Mr. Sams
- Second – Mr. Najm
- Motion Carries (4-0 Yes votes)

Executive Director’s Report – We have dedicated a great deal of effort preparing our schools for our LAUSD visit and look forward to sharing with you the results of their findings in the near future. I would like to thank all the staff who have worked overtime to help us prepare for the District Oversight visit and know we will have good news to share with the Board in the near future.

Meeting adjourned at

Next Board Meeting – May 23, 2023 - 5:45 PM

LEGEND

<i>Academic Terms</i>	<i>Financial Terms</i>
<i>ADA – Average Daily Attendance</i>	
<i>CAASSP – California Assessment of Student Performance and Progress</i>	
<i>CDE – California Department of Education</i>	
<i>CAASPP – California Assessment of Student Performance and Progress</i>	
<i>COLA - Cost of Living Adjustment</i>	
<i>ESSER – Elementary and Secondary School Emergency Relief Fund</i>	
<i>HH – ADA Hold Harmless Protection</i>	
<i>K – thousand dollars</i>	
<i>LAUSD – Los Angeles Unified School District</i>	
<i>PBIS – Positive Behavior Interventions and Support</i>	
<i>Prop 39 – a school facilities-based initiative</i>	
<i>Prop 39 – a reallocation of funding for previous years rent to LAUSD</i>	
<i>MM – million dollars</i>	

<i>SARC – Student Accountability Report Card</i>	
<i>SPED – Special Education</i>	
<i>Title IX Initiative – An amendment that provides freedom from sexual discrimination for students and educators.</i>	